

**STATEWIDE COMPETITIVE CONTRACT
AWARD**

**STATE OF LOUISIANA
DIVISION OF ADMINISTRATION
OFFICE OF STATE PURCHASING**



NUMBER : 405946
BUYER : ANN CAMPBELL
BUYER PHONE : (225)342-8043
T-NUMBER : 92410
DATE ISSUED : 03/01/06
VENDOR NUMBER : 721263494 00
VENDOR PHONE : (225)751-0001
REQ AGENCY : 107001

OFFICE OF STATE PURCHASING

AGENCY REQ NO. :
ISIS REQ NO. : 1268081
FISCAL YEAR : 06
EFFECTIVE DATE : 05/01/06
EXPIRATION DATE : 10/31/06

KEY OFFICE EQUIPMENT INC
ATTN KENNETH GREGORY
2875 MILLERVILLE
BATON ROUGE, LA 70816

**RAPID PRINT COPYING SERVICES
-BATON ROUGE AREA**

1. THIS IS NOT AN ORDER TO SHIP OR BEGIN SERVICE). A CONTRACT RELEASE OR PURCHASE ORDER MUST BE ISSUED BEFORE YOU ARE AUTHORIZED TO SHIP (OR BEGIN SERVICE).
2. THIS IS NOTICE THAT THE CONTRACT REFERENCED ABOVE HAS BEEN AWARDED TO YOU BASED ON THE BID (OR PROPOSAL) SUBMITTED. ALL TERMS, CONDITIONS, AND SPECIFICATIONS OF THE SOLICITATION WILL APPLY TO ALL ORDERS.
3. ANY AGENCY AUTHORIZED TO PURCHASE FROM THIS CONTRACT MUST ISSUE AN ORDER AND REFERENCE THE CONTRACT NUMBER, LINE NUMBER AND COMMODITY ITEM NUMBER FOR EACH ITEM.
4. CHANGES IN ITEMS TO BE FURNISHED ARE NOT PERMITTED (UNLESS APPROVED BY THE OFFICE OF STATE PURCHASING PRIOR TO DELIVERY). PRIOR APPROVAL MUST ALSO BE OBTAINED BEFORE DISTRIBUTORS CAN BE ADDED OR DELETED.
5. IF A DISTRIBUTOR LIST WAS SUBMITTED, CONTRACTOR MUST SEND COPIES OF THIS AWARD TO EACH DISTRIBUTOR.
6. QUANTITIES LISTED ARE ESTIMATED AND NO QUANTITIES ARE GUARANTEED (UNLESS "COMMITTED VOLUME" IS SPECIFICALLY STATED). CONTRACTOR MUST SUPPLY ACTUAL REQUIREMENTS ORDERED AT THE CONTRACT PRICE AWARDED.
7. COMPLIANCE WITH CIVIL RIGHTS LAWS.

THE CONTRACTOR AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, THE FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VIETNAM ERA VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND CONTRACTOR AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. CONTRACTOR AGREES TO NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER THIS AGREEMENT AND ANY CONTRACT ENTERED INTO AS A RESULT OF THIS AGREEMENT, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY CONTRACTOR OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE SHALL BE GROUNDS FOR TERMINATION OF THIS AGREEMENT AND ANY CONTRACT ENTERED INTO AS A RESULT OF THIS AGREEMENT.

RECOMMENDING APPROVAL:

Ann Campbell
STATE PURCHASING OFFICER/SUPERVISOR

APPROVED BY:

Denise Lea
DENISE LEA
DIRECTOR OF PURCHASING

SPECIAL TERMS AND CONDITIONS		STATEWIDE COMPETITIVE CONTRACT	
NUMBER : 405946 T-NUMBER : 92410		VENDOR: KEY OFFICE EQUIPMENT INC	PAGE 2
<p>1 CONTRACT PERFORMANCE EVALUATION IN AN EFFORT TO IMPROVE OUR CONTRACTS TO MEET THE NEEDS OF THE AGENCIES WE SERVE, THE CONTRACTOR'S PERFORMANCE WILL BE MONITORED. AGENCIES' FEEDBACK WILL BE REQUESTED REGARDING CUSTOMER SERVICE, DELIVERY, PRODUCT QUALITY, BILLING, OVERALL EFFECTIVENESS OF THE CONTRACT, AND ANY NEEDED CHANGES. THEIR RESPONSES WILL BE CONSIDERED IN DETERMINING OUR OPTIONS FOR RENEWALS OR REVISIONS AND REBIDDING. TO VIEW THE CONTENT OF THE CONTRACT PERFORMANCE EVALUATION FORM, GO TO WWW.STATE.LA.US/OSP/ONLINEFORMS/FORMLISTING.HTM OR CALL FOR A COPY.</p> <p>AGENCY REPORTS OF DEFICIENT PERFORMANCE WILL BE APPROPRIATELY ADDRESSED DURING THE CONTRACT PERIOD.</p> <p>2 NON-EXCLUSIVITY CLAUSE:</p> <p>THIS AGREEMENT IS NON-EXCLUSIVE AND SHALL NOT IN ANY WAY PRECLUDE STATE AGENCIES FROM ENTERING INTO SIMILAR AGREEMENTS AND/OR ARRANGEMENTS WITH OTHER VENDORS OR FROM ACQUIRING SIMILAR, EQUAL, OR LIKE GOODS AND/OR SERVICES FROM OTHER ENTITIES OR SOURCES.</p> <p>3 AT THE OPTION OF THE STATE OF LOUISIANA AND ACCEPTANCE BY THE CONTRACTOR, THIS CONTRACT MAY BE EXTENDED FOR TWO ADDITIONAL TWELVE (12) MONTH PERIODS AT THE SAME PRICE, TERMS AND CONDITIONS. TOTAL CONTRACT TIME MAY NOT EXCEED THIRTY-SIX (36) MONTHS.</p>			

PRICE SHEET		STATEWIDE COMPETITIVE CONTRACT			
NUMBER : 405946 T-NUMBER : 92410		VENDOR: KEY OFFICE EQUIPMENT INC			PAGE 3
LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	DISCOUNT OFF CATALOG PRICE
00001	UNLESS SPECIFIED OTHERWISE BELOW: SHIP TO: BATON ROUGE PLAN DIST (AREA 2) COMMODITY CODE: 966-18-018440 PRINTING CONTRACT, RAPID PRINT COPYING SERVICES - BATON ROUGE AREA SEE SPECIFICATIONS, SPECIAL CONDITIONS, AND PRICE SCHEDULE ATTACHED. NO PRICE IS TO BE QUOTED HERE. PRICES ARE TO BE QUOTED ON PRICE SCHEDULE PAGES THAT FOLLOW.	1	LOT	N/A	

GENERAL INSTRUCTIONS

1. **PUBLIC PRINTING LAW:** This contract shall be subject to the provisions of R.S. 43:1, State Printing.
2. **SUBLETTING CONTRACT:** The Contractor awarded any contract set out in these specifications must be sufficiently equipped to do all the work and furnish the items in such contract speedily and without unnecessary delay, and shall not assign, transfer, or sublet his contract, or any portion thereof, to any other person, firm, or corporation, without first notifying State Purchasing, in writing, who the subcontractor will be. The Contractor shall be held responsible for the work of any sub-contractor(s) and shall see that the work is done without unnecessary delay in a good workmanlike manner, and that all necessary priority over other work is given.

The Contractor shall not be relieved of any obligation to the State of Louisiana by any subletting of a contract in whole or in part to another.

3. **QUALITY OF WORKMANSHIP AND STOCK:** Representatives of the State shall have access to the Contractor's plant at any time during working hours to inspect work in process. However, such inspection shall not relieve the Contractor from any responsibility under this agreement for material or workmanship found defective after delivery.

The State Director of Purchasing may require a weekly report, in a form satisfactory to him, to be made showing the status of work in process and orders on hand.

All articles furnished and work done must be of a first class quality. The use of poor type, poor presswork or the use of a different color of ink from that ordered, inferior binding, inferior quality or mis-matched paper stock, a lesser grade of paper than that ordered, or any other discrepancies will be sufficient cause for the rejection of the work and for refusal of payment thereof.

The Contractor must at all times be able to furnish within a reasonable period of time those supplies named in the specifications, unless a substitute is approved by State Purchasing. If any different kind is substituted, the quality shall be equal and the prices shall not exceed that named for similar articles in the specifications.

Substitutions of stock made without the approval of the State Director of Purchasing will be grounds for non-payment for that particular job.

4. **ORDERING PROCEDURES:** Agencies authorized to use this contract are delegated the authority, in accordance with R.S. 43:1.B (2), to submit orders directly to the contract vendor. In no case shall the Contractor accept an order from an agency without an authorization in writing.

The contractor shall only accept orders which can be produced within the provisions of this contract. If an order requested cannot be priced under the price schedule herein, or IF THE QUANTITY REQUESTED EXCEEDS THE MAXIMUM ALLOWED ON THIS CONTRACT, THE ORDER MUST BE RETURNED TO THE ORDERING AGENCY.

Each agency should provide with their order a Rapid Printing Copy Request Form (copy attached), which shall furnish the following information:

Reference to this Rapid Printing Contract, an agency order number, an agency signature, agency information for billing and delivery, quantity requested, size, paper stock, binding requirements and any special instructions.

GENERAL INSTRUCTIONS (cont'd)

The Rapid Printing Copy Request Form shall contain an agency order number and an authorized agency signature, and shall be the contractor's authorization to proceed with the job. The actual purchase order may be issued as a confirming order, after the invoice showing the exact amount has been received.

State agencies will be advised to use the Rapid Printing Copy Request Form; however, if an agency uses their own form, it must contain an order number, reference to this contract, and an agency signature, in order for the contractor to consider it as authorization to proceed with the job.

The contractor is to provide cost estimates to the requisitioning agency immediately upon request. The estimate is to be the contractor's best estimate of cost but does not obligate him to this amount. Charges will be according to contract pricing.

The contractor shall also provide status on orders, whenever requested by phone, within 2 hours.

5. **DELIVERY:** Except for those orders or combination of orders for less than 5,000 total impressions, delivery is to be FOB inside agency which shall include all cost of transportation and inside delivery within any office or building as specified. Completed work shall be shipped or delivered promptly without any unnecessary or avoidable delay.

Whenever because of inefficiency, inaccuracy or delay for which the Contractor is responsible, it is necessary for the ordering agency to communicate with the Contractor, this will be done through the Office of State Purchasing and the cost of such communication between State Purchasing and the Contractor by telephone, Fax or over-night express shall be paid by the Contractor.

By accepting a contract for printing and binding, the Contractor agrees to complete the work and deliver the goods as specified promptly, satisfactorily and without unnecessary delay. The Contractor will give said work the necessary priority over other work to assure timely delivery. The State Director of Purchasing reserves the right to determine what is an unnecessary delay and/or unsatisfactory goods. After fully hearing the reasons for delay in doing the work, the State Director of Purchasing may fix a definite date by which same must be completed and goods delivered. If work is not completed and goods satisfactorily delivered within the specified time, the State Director of Purchasing reserves the right to have the work done elsewhere charging the contractor any excessive cost for work above contract pricing. Should it become necessary to purchase a contract item from another source other legal actions may occur and/or immediate cancellation of the contract could result.

6. **PRICING:** Prices will be calculated at the rate bid per lot.
7. **INVOICES:** Invoices will be submitted by the contractor to the using agency, and the invoice shall refer to the delivery ticket number, delivery date, order number, quantity, unit price and delivery point. A separate invoice for each order delivered and accepted shall be submitted by the contractor in duplicate directly to the accounting department of the using agency. Invoices shall show the amount of any cash discount and shall be submitted on the contractor's own invoice form.

Each invoice shall be accompanied by the Copy Request Form that was submitted by the customer, and the contractor's billing worksheet showing the various components of the job and their respective charges, and showing the calculations done to arrive at the total amount of the invoice.

8. **PAYMENT:** State Agencies are directed to pay contractor upon presentation of properly executed invoice after goods have been received, inspected and accepted. The user agency will be required to pay the amount of the invoice within thirty (30) days after its receipt. Such price and payment will constitute full compensation of furnishing and delivering the contract commodities. In no case will the State Agency refuse to make partial

GENERAL INSTRUCTIONS (cont'd)

payments to contractor, provided proper invoices have been furnished and approved, although all items have not been delivered. This payment in no way relieves the contractor of his responsibility to effect shipment of the balance of the order.

9. DOWNWARD REVISION: All prices submitted as bids in this contract shall be subject to downward revision, with the approval of the State Director of Purchasing to conform with any and all laws or codes that may be enacted by either Federal or State law-making bodies, and promulgated or proclaimed by the President of the United States or the Governor of the State of Louisiana.
10. CANCELLATION OF CONTRACT FOR CONVENIENCE: The Division of Administration reserves the right to cancel the contract with contractor upon thirty (30) days written notice.
11. RESERVATIONS: The right shall be reserved by the State Director of Purchasing for all State Departments, Boards, and Commissions, and any other State Agency to which this contract applies to use state facilities for printing, multilith, mimeographing and similar work rather than purchasing under contract.
12. NON-EXCLUSIVITY CLAUSE: This agreement is non-exclusive and shall not in any way preclude state agencies from entering into similar agreements and/or arrangements with other vendors or from acquiring similar services from other sources.
13. USAGE REPORT: Approximately four (4) months prior to the end of the contract period, vendor is to be prepared to submit to the Office of State Purchasing a contract usage report including a summary by line item with quantity purchased and total value of each line item. Vendor may submit a computer generated report.
14. AUDITING: The Office of State Purchasing will randomly audit jobs produced under this contract. Upon request, the contractor shall provide to State Purchasing copies of the copy request form, billing worksheet, invoice, and complete sample of the job to be audited. Contractor shall therefore be required to retain all information, including a sample, pertaining to each job produced within the most recent, previous 12-month period. Failure to provide the requested material may be grounds for cancellation of the contract.

RAPID PRINTING CONTRACT FOR BATON ROUGE AREA

GENERAL DESCRIPTION

1. Rapid Printing

- A. Camera ready copy provided.
- B. Sheet sizes 8 1/2" X 11", 8 1/2" X 14" and 11" X 17".
- C. Quantities: Minimum order quantity of 5000 total impressions will be required for pickup and delivery by vendor. Smaller quantities may be ordered but will not include pickup and delivery.

Maximum order quantity shall be 1,500 copies of the complete document, as long as the total number of impressions does not exceed 100,000.

EXAMPLES:

A document containing 5 impressions (e.g., 2 sheets front & back, and one sheet front only): No more than 1500 copies are allowed.

A document containing 200 impressions: Only 500 copies of this complete document will be allowed. (500 copies X 200 impressions/copy = 100,000 impressions).

- D. **This contract is for "black and white" copies only. No color copies are permitted under this contract.**
- E. Number of pages will vary.
- F. Some orders may require gathering, slip sheeting, padding, stapling, banding, punching, saddle stitching, spiral or thermal binding, etc.

RAPID PRINTING

GENERAL REQUIREMENTS

Copy

Copy will be furnished camera ready or ready for reproduction. NO TYPESETTING OF COMPOSITION REQUIRED. Electronic transfer of copy may be furnished, provided the contractor has this capability. When copy is provided in this manner it should be saved as a post script or PDF file ready for output and requiring no changes/corrections. When agencies furnish copy through electronic transfer they should also provide a hard copy of the document.

Special Jobs

If the order requested cannot be priced from the price schedule, the request must be returned to the ordering agency.

However, since all conditions cannot be stipulated for special jobs, the Office of State Purchasing may occasionally request that the contractor furnish services not enumerated. They will be priced based on the best cost of the same services provided in other state printing contracts. If there is not a printing contract for this service then the prices shall be less than those stated in the Franklin Printing Catalog. The contractor shall furnish the State Purchasing Office, Printing Section a firm estimate of price, for special services, within two (2) hours of receipt of order and prior to performance of the special service. This procedure must be strictly adhered to. Failure to contact the State Purchasing Office for approval prior to use of special materials or features may result in non-payment of such materials or features. This procedure is necessary to avoid misinterpretation of pricing between the Ordering Agency, the Purchasing Section and the Contractor.

Property of the State

All art, film, and original copy are the property of the State of Louisiana and upon completion of the job are to be returned to the ordering agency.

Cost Statement

RS 43:31 requires all bulletins, leaflets, house organs, circulars, books, reports or similar publications to have a cost statement printed adjacent to the identification of the agency responsible for the publication. This statement shall be printed in the same size type as the body copy and set in a one point rule.

If the State Agency does not furnish the contractor with the cost statement information, the contractor will be responsible for inquiring about the statement, providing the agency with a copy of the cost statement format, and providing the cost of printing. The State Agency will use this information to prepare and return camera ready copy of the cost statement. The cost statement format may be obtained from the Office of State Purchasing.

The following agencies are exempt from the above:

- Legislative and Judicial Branches of State Government (does not include Attorney General's Office)
- Department of Economic Development for the purpose of attracting new industry
- Department of Culture, Recreation and Tourism, relative to new promotional material
- Public Colleges and Universities and Vocational Technical Schools

RAPID PRINTING

GENERAL REQUIREMENTS (CONTINUED)

Packaging

Contractor's standard inner packing is acceptable. Contractor's standard packaging must be of a test strength to withstand handling by freight lines without bursting or crushing. Contractor will be responsible for remaking any printing damaged in shipment. All prices include the cost of preparing shipping, bundling, packing and sealing shipping containers, and marking packages and shipping bundles or container by printing, stenciling, or labeling. Standard labeling shall include purchase order number, form number and/or title and quantity. Contractor may be required to furnish additional labeling information. All materials which will be required including shipping containers are to be furnished by the contractor.

Overruns and Underruns

Under ordinary conditions, the Office of State Purchasing will approve an overrun or an underrun not to exceed 2% on orders.

Pick Up Copy

Except for orders with a quantity of less than 5,000 total impressions, contractor will be required to pick up copy from any State agency in the Baton Rouge area within two (2) hours after receiving the agency's call. Normal working hours are 8:00 A.M. to 5:00 P.M. Monday thru Friday.

Time of Delivery

1. Minimum delivery time will be four (4) normal working hours (8:00 A.M. to 5:00 P.M.) for jobs up to 40,000 impressions. Minimum delivery for jobs greater than 40,000 impressions will be eight working hours (8:00 A.M. to 5:00 P.M.).
Maximum delivery time will be two (2) normal working days. (Monday thru Friday)
2. All shipments shall be F.O.B. destination (inside delivery) as specified by the agency. Cost to include all cost of transportation and inside delivery within any office or building as specified. The contractor shall ship by any reasonable method to insure prompt delivery at destinations. Should a premium method be required at the request of the State, the contractor shall be responsible for the cost of shipping only to the extent of truck freight rates.

RAPID PRINTING

SPECIFICATIONS

0001 - Paper

0020

Paper will be priced per thousand sheets. The paper will be specified by the state agency. The following papers are included:

Premium No. 4 Xerographic, 20 lb., white, 3 hole factory punch

Premium No. 4 Xerographic, 20 lb., white and colors

Commodity offset, 60 lb., white and colors

No. 1 Cover, uncoated, 65 lb., white and colors

Clear Acetate, 7 mm

0030 - Running

0032

A price per each impression will be allowed for the two different size categories listed in the price schedule. This price is to include all operations to reproduce clear, sharp printing with no background tones, collating, factory option packaging and delivery.

0040 - Padding

A unit price per pad will be allowed for padding. Pad 25 - 100 sheets per pad, per request. Backboards are to be provided for each pad. They may be chipboard, newsboard or an approved equal.

0041 - Gathering

A price per unit per thousand will be allowed for gathering off line when necessary. A gathering charge will not be allowed when marrying the front and back cover with text on a looseleaf document. The following is an example of when gathering may be charged: Fifty (50) copies of a 150 page loose leaf publication, 20 lb. 3-hole punched xerographic, with 65# uncoated front and back cover and containing five chapters with a different color cover stock at the beginning of each chapter would calculate as ten (10) units times the quantity of 50 for a total of 500 or 0.5 M units.

0042 - Slip Sheets

A price per thousand sheets will be allowed for slip sheets. The price to include the colored slip sheet stock and inserting the slip sheet between copies of the document to separate them.

0043 - Cutting

A unit price per thousand sheets will be allowed for any trimming to sizes other than 8 1/2" X 11", 8 1/2" X 14" or 11" X 17".

RAPID PRINTING

SPECIFICATIONS (CONTINUED)

0044- Tab Dividers

0045

This charge is to cover any operations necessary to produce the tab dividers including printing one side of tab in black ink, 90 lb. index die-cut tab sheets, standard bindery punching and gathering into banks, if required. If ink is used in a color other than black, a charge will be allowed. Prices are per bank of 3 and 5 tabs.

0046 Folding

A unit price per fold per thousand sheets will be allowed.

0047 Stapling

A price per thousand sheets will be allowed for one (1) to three (3) staples.

0048 Drilling or Punching

A price per thousand sheets will be allowed for bindery drilling of from one to four holes. An additional charge on the same amount may be charged for each four holes or fraction thereof after the first four.

0049 Saddle Stitching

Saddle-stitching will bind the material and cover together through the center of the whole pamphlet or book. There will be at least one staple for each 3" of binding edge. The per book charge shall include gathering of cover, folding, saddle stitching, trimming and all materials necessary (excluding cover stock) to produce a saddle stitched book.

0050 Thermal binding(resembles perfect binding)

The pages and cover are bound by an adhesive strip, which covers the outside of the spine and overlaps onto the front and back covers. The adhesive is activated by heat using a Fastback Binding System 15 or equal. Accommodates at least 125 sheets (1/2" thick book). The per book charge shall include gathering of cover, binding, and all materials necessary (excluding cover stock) to produce a thermal bound book.

0051 Mechanical Binding

Mechanical Binding will have round or slot holes punched on the binding edge with a plastic comb woven through the holes. A per thousand sheet charge shall include gathering of cover, punching, and insertion of comb. Combs will be charged according to size (see Item 0052 thru 0062).

0052 - Plastic Combs

0062

The contractor shall charge an each price for the appropriate size from the price schedule.

RAPID PRINTING

SPECIFICATIONS (CONTINUED)

0065 Spiral Binding

Spiral Binding will have round holes punched on the binding edge with a black plastic spiral coil woven through the holes. A per thousand sheet charge shall include gathering of cover, punching and insertion of spiral coil. Coils will be charged according to size (see item 0066 thru 0070).

0066 - Spiral Coils 0070

The contractor shall charge an each price for the appropriate size from the price schedule.

0072 Banding

A price per book will be allowed for placing a rubber band around each book/document. Price to include the rubber band.

0073 Poly Shrink Wrapping

Poly shrink to be minimum of 100 gauge polypropylene clear shrink film. The contractor to bid a per package price. This charge is only used when an agency requests a specific number of forms to be shrink wrapped per package.

0074 Charge for Special Handling

An hourly charge will be allowed for any special handling of documents such as working with documents out of files that must be maintained in a chronological order and may require removal of staples, restapling, sorting, filing, unfolding, refolding, etc. The contractor will be required to furnish the user agency a written estimate of the time that will be required for providing this service and obtain approval of that time from said agency prior to proceeding with the job. A copy of the approval for hourly charges must be attached to the billing worksheet, with a detailed explanation by the contractor of what this special handling involved.

RAPID PRINTING

PRICE SCHEDULE

	<u>Description</u>		<u>Unit</u>	<u>Unit Price</u>
0001	8-1/2" X 11", Prem. #4 Xerographic (3-hole factory punched)	White 20-lb.	M	\$ 5.77
0002	8-1/2" x 11", Prem. #4 Xerographic	White 20-lb.	M	\$ 5.03
0003	8-1/2" x 11", Prem. #4 Xerographic	Colors 20-lb.	M	\$ 7.78
0004	8-1/2" x 14", Prem. #4 Xerographic	White 20-lb.	M	\$ 6.48
0005	8-1/2" x 14", Prem. #4 Xerographic	Colors 20-lb.	M	\$ 9.50
0006	11" x 17", Prem. #4 Xerographic	White 20-lb.	M	\$ 10.04
0007	11" x 17", Prem. #4 Xerographic	Colors 20-lb.	M	\$ 19.00
0008	8-1/2" x 11", Commodity Offset	White 60-lb.	M	\$ 7.02
0009	8-1/2" x 11", Commodity Offset	Colors 60-lb.	M	\$ 10.15
0010	8-1/2" x 14", Commodity Offset	White 60-lb.	M	\$ 8.91
0011	8-1/2" x 14", Commodity Offset	Colors 60-lb.	M	\$ 11.59
0012	11" x 17", Commodity Offset	White 60-lb.	M	\$ 13.34
0013	11" x 17", Commodity Offset	Colors 60-lb.	M	\$ 18.00
0014	8-1/2" x 11", No. 1 Cover, uncoated	White 65-lb.	M	\$ 21.00
0015	8-1/2" x 11", No. 1 Cover, uncoated	Colors 65-lb.	M	\$ 17.50
0016	8-1/2" x 14", No. 1 Cover, uncoated	White 65-lb.	M	\$ 26.58
0017	8-1/2" x 14", No. 1 Cover, uncoated	Colors 65-lb.	M	\$ 29.10
0018	11" x 17", No. 1 Cover, uncoated	White, 65-lb.	M	\$ 32.27
0019	11" x 17", No. 1 Cover, uncoated	Colors 65-lb.	M	\$ 32.50
0020	8-1/2" x 11", Clear Acetate, 7mm		M	\$ 120.00
0030	Price per impression - 8-1/2" x 11" and 8-1/2" x 14" sheets - black only		imp.	\$.0084
0031	Price per impression - 11" x 17" sheets (black only)		imp.	\$.011
0040	Padding		pad	\$.25

RAPID PRINTING

PRICE SCHEDULE

<u>Description</u>		<u>Unit</u>	<u>Unit Price</u>
0041	Gathering	Munits	\$ 8.00
0042	Slip Sheets	M	\$ 12.00
0043	Cutting	M	\$ 20.00
0044	Tab Dividers (3 bank)	Set	\$.50
0045	Tab Dividers (5 bank)	Set	\$.65
0046	Folding	M	\$ 3.00
0047	Stapling	M	\$.50
0048	Drilling or Punching	M	\$.30
0049	Saddle Stitching	Book	\$.10
0050	Thermal Binding	Book	\$.40
0051	Mechanical Binding	Mshts	\$ 2.00
0052	Plastic Combs - 1/4" (11" length)	Each	\$.05
0053	Plastic Combs - 3/8" (11" length)	Each	\$.07
0054	Plastic Combs - 1/2" (11" length)	Each	\$.09
0055	Plastic Combs - 5/8" (11" length)	Each	\$.13
0056	Plastic Combs - 3/4" (11" length)	Each	\$.15
0057	Plastic Combs - 7/8" (11" length)	Each	\$.18
0058	Plastic Combs - 1" (11" length)	Each	\$.22
0059	Plastic Combs - 1-1/4" (11" length)	Each	\$.29
0060	Plastic Combs - 1-1/2" (11" length)	Each	\$.31
0061	Plastic Combs - 1-3/4" (11" length)	Each	\$.36
0062	Plastic Combs - 2" (11" length)	Each	\$.39

	<u>Description</u>	<u>Unit</u>	<u>Unit Price</u>
0065	Spiral Binding	Mshts	\$ 2.50
0066	Plastic Coils - 1/4"	Each	\$.13
0067	Plastic Coils - 3/8"	Each	\$.18
0068	Plastic Coils - 1/2"	Each	\$.28
0069	Plastic Coils - 5/8"	Each	\$.33
0070	Plastic Coils - 3/4"	Each	\$.48
0072	Banding	Book	\$.04
0073	Poly Shrink Wrap	Pkg.	\$.12
0074	Special Handling	Hour	\$ 12.00

Rapid Printing Contract Number 405946

DA 3514 Work Order

Date Order Received	Date Due	Job Description	Agency Purchase Order Number
Agency		Contact Person	Phone Number
Agency's Address/Billing Address:		Delivery Address (Physical Address):	
Quantity (Copies) 1500 Maximum	Number Of Originals (S/S or D/S)	Total Impressions Run 100,000 Maximum	Agency's Signature

Special Instructions:

Item #	Paper		Sheets	@	Per M \$
			Sheets	@	Per M \$
			Sheets	@	Per M \$
			Sheets	@	Per M \$

Impressions

	Original impressions (S/S or D/S)	@	Each \$
	Original impressions (S/S or D/S)	@	Each \$

Additional Charges

Item #	Service	Quantity	Per	Cost	Unit/measure	Ext. Cost
0040	Padding		Pads	@ .25	Each	
0041	Gathering		Units	@ \$ 8.00	M/units	
0042	Slip sheets		Sheets	@ \$12.00	Per M	
0043	Cutting		Sheets	@ \$20.00	Per M	
0044	Tab Dividers (3 Bank)		Banked Sets	@ .50	Per Set	
0045	Tab Dividers (5 Bank)		Banked Sets	@ .65	Per Set	
0046	Folding: Folds(s)		Sheets	@ \$ 3.00	Per M	
0047	Stapling		Sheets	@ .50	Per M	
0048	Drilling or Punching		Sheets	@ .30	Per M	
0049	Saddle Stitching		Books	@ .10	Per Book	
0050	Thermal Binding		Books	@ .40	Per Book	
0051	Mechanical Binding		Msheets	@ \$ 2.00	Per MShts	
0052-0062	Plastic Comb Size		Combs		Each	
	Contact Vendor for appropriate size and price					
0065	Spiral Binding		Msheets	@ \$ 2.50	Per MShts	
0066-0070	Plastic Coil Size		Coils		Each	
	Contact Vendor for appropriate size and price					
0072	Banding		Books	@ .04	Per Book	
0073	Shrink Wrap		Pkgs	@ .12	Per Pkg	
0074	Special Handling		Hour(s)	@ \$12.00	Per Hour	